



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

TEL. (860) 870-3120 TOWN PLANNER'S OFFICE FAX (860) 870-3122

**ECONOMIC DEVELOPMENT COMMISSION  
TOWN HALL ANNEX, 57 MAIN ST, ELLINGTON, CT  
REGULAR MEETING MINUTES  
AUGUST 13, 2014**

**PRESENT:** Sean Kelly, Chairman; Chris Todd, Vice Chairman; Regular Members: Gilbert Gamboa, David Hurley and Stanislav Moline; Alternates: Stefanie Cunningham and Donna Resutek.

**STAFF**

**PRESENT:** Lisa M. Houlihan, Town Planner and Acting Recording Clerk.

**I. CALL TO ORDER:**

Chairman Kelly called the meeting to order at 7:02 p.m.

**II. PUBLIC COMMENTS: None**

**III. NEW BUSINESS:**

Chairman Kelly altered the order of agenda to review item #2 of New Business since the presenter for item #1 was not present.

2. Review of proposed amendments to the Tax Abatement Policy regarding audit of construction costs.

Lisa M. Houlihan, Town Planner, reviewed the proposed amendments. The Town Attorney suggested the changes after drafting recent abatement agreements for Earthlight, DESCO, and Barn Yard. The only amendments are on page 4 of 8. The revisions place the role of auditing construction costs with the Assessor's Office, noting their expertise in assessing values.

Both the Town Assessor and Town Attorney have reviewed and approved the proposed amendments. If approved, the new language will be forwarded to the Board of Selectmen (BOS) for adoption.

**MOVED (HURLEY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO APPROVE THE 2014 DRAFT AMENDMENTS TO THE TAX ABATEMENT POLICY AS PRESENTED. THE AMENDMENTS SHALL BE EFFECTIVE UPON APPROVAL BY THE BOARD OF SELECTMEN.**

1. Presentation by Anthony Price, Senior Business Development Officer, HEDCO, Inc. – a non-profit organization offering financial and technical assistance to Connecticut's small businesses and non-profits.

Anthony Price, Senior Business Development Director, was present. He explained that HEDCO (Hartford Economic Development Corporation) is a non-profit organization with headquarters in Hartford. They provide assistance to new and existing small businesses to create and retain jobs. While based in Hartford, HEDCO is authorized to lend statewide. At the Hartford location they assist with outreach, underwriting, business planning, bonding for construction companies, training and incubator space. HEDCO provides competitive interest rates and reasonable application processing timelines.

Mr. Price described the Department of Economic and Community Development's Small Business Express Program (Express Program). One distinct difference between the Express Program and HEDCO's offerings is that HEDCO can assist start-ups. The Express Program requires a business to be established for at least one year.

Mr. Price distributed copies of HEDCO's marketing brochure and 2013 Annual Report. He distributed his business card and thanked the commission for their time.

#### **IV. ACTIVE BUSINESS:**

##### **1. Discussion regarding future Business Event.**

- a) Review of invite to participate in the November 2014 Lifestyles Expo event at Star Hill Family Athletic Center, Tolland, CT, from the Tolland County Chamber Economic Development Committee.

The invite was reviewed. As members of the Tolland County Chamber (Chamber), the Economic Development Commission (Commission) can host a booth at no cost.

The Commission expressed support for hosting a booth at the November event. They will invite businesses that recently received tax abatements to allow them to showcase their services, in general, as well as the services supported by the abatement. Representation from the Ellington Farmers' Market will be sought and Go Local information displayed. Commissioner Todd suggested that a list of vacant commercial and industrial space be compiled and made available.

Ms. Houlihan will attend the September 9<sup>th</sup> meeting of the Chamber and seek additional details about the Expo. Commissioners were asked to think about this event and present additional ideas in September.

##### **2. Report: Tolland County Chamber of Commerce**

Due to staffing constraints, the July and August meetings of the Chamber's Economic Development Committee were not attended.

##### **3. Report: Agricultural Initiatives**

Nothing to report, at this time.

##### **4. Report: Business Directory**

- a) Review: Schedule B - 2014-2015, Contract Extension for ShopQA

Ms. Houlihan reviewed the 2014-2015 extension of contract. The 2014-2015 monthly service fees reflect a 2.5% increase from FY 13/14. The initial contract states that yearly increases cannot exceed 4%. Adequate funding is present.

**MOVED (TODD) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO APPROVE THE SHOP QA CONTRACT EXTENSION FOR 2014-2015 AND AUTHORIZE PAYMENT FROM FY14/15 CONTRACTED SERVICES.**

Ms. Houlihan distributed a copy of the Shop Ellington announcement to be published in the fall edition of the Ellington Connection.

As previously requested, Ms. Houlihan ordered a supply of window stickers for businesses to conspicuously display for patrons to use in accessing the online business directory. Commissioners received a supply of cling stickers and instructional flyers to use when visiting businesses.

The commission discussed which businesses they would like to visit. Ms. Houlihan will update the business database with commissioner assignments and email them the updated list. Commissioner Cunningham noted her experience in visiting the stores in the Big Y plaza. Ms. Houlihan will contact the Big Y.

5. Report: Current Economic Activity

Ms. Houlihan stated that Cold Creek Brewery recently submitted an application for review by the Planning and Zoning Commission for a micro-brewery (production and distribution) at Industrial Drive.

**V. ADMINISTRATIVE BUSINESS:**

1. Approval of the June 11, 2014, regular meeting minutes.

**MOVED (TODD) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO APPROVE THE JUNE 11, 2014, REGULAR MEETING MINUTES AS WRITTEN.**

2. Correspondence:

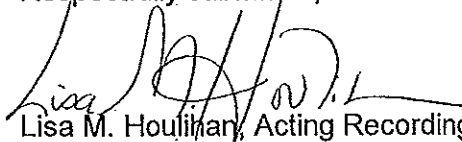
- a. Tolland County Chamber of Commerce, 2014 membership dues.

**MOVED (GAMBOA) SECONDED (HURLEY) AND PASSED UNANIMOUSLY TO APPROVE 2014 TOLLAND COUNTY CHAMBER OF COMMERCE MEMBERSHIP AND AUTHORIZE PAYMENT FROM DUES AND SUBSCRIPTIONS FY 14/15.**

**VI ADJOURNMENT:**

**MOVED (RESUTEK) SECONDED (CUNNINGHAM) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:12 P.M.**

Respectfully submitted,

  
Lisa M. Houlihan, Acting Recording Clerk

Town of Ellington  
Planning Department  
**MEMO**



**TOWN OF ELLINGTON  
ECONOMIC DEVELOPMENT TAX ABATEMENT POLICY**

**DRAFT AMENDMENTS 2014**

PAGE 4 OF 8, SECOND PARAGRAPH ONLY

ADDITIONS UNDERLINED, ~~DELETIONS STRIKETHROUGH~~

Upon issuance of the C.O., the applicant shall submit receipts to the Planning Assessor's Department as to the actual cost of the site and building improvements in order to certify that the terms of the contract have been met. The Assessor's Department ~~Planning Department~~ may forward the receipts to the EDC if the amount expended is lower than the amount in the contract. The Planning Assessor's Department will submit a final recommendation to the BOS to implement the tax abatement. Once the BOS has approved the implementation of the abatement, the First Selectman will forward a written directive to authorize the Assessor to apply the abatement.

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**CLEAN COPY AMENDMENTS 2014**

PAGE 4 OF 8, SECOND PARAGRAPH ONLY

AS APPROVED BY EDC 8/13/14, REFERRED TO BOS FOR ADOPTION

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